

# POSITION PROFILE

Deputy Director of Research, Operations, and  
Innovations

COOK COUNTY, ILLINOIS GOVERNMENT



**COOK COUNTY  
OFFICES**

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**UNDER THE  
PRESIDENT**

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December 2023



## POSITION PROFILE

POSITION: Deputy Director of Research, Operations, and Innovations

DEPARTMENT: Office of the Chief Administrative Officer

REPORTS TO: Chief Administrative Officer

SALARY: \$116,645- \$142,565

HOW TO APPLY: Please submit a Resume and Cover letter to

[Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov)

## OVERVIEW

The Cook County Office of the Chief Administrative Officer is seeking a Deputy Director of Research, Operations, and Innovation to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

## WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

YOUR  
IDEAS.  
YOUR  
PURPOSE.  
YOUR  
CAREER.  
COOK  
COUNTY.



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

Chad G.  
Cook County Employee



Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email [risk.mgmt@cookcountyil.gov](mailto:risk.mgmt@cookcountyil.gov).

## SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
  - 2nd largest county in America
  - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
  - Nearly 80% unionized workforce
  - 15 unions represented
  - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

## LOCATION:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants, and plenty of shopping! In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

## ROLE SUMMARY

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The Deputy Director of Research, Operations, and Innovation supports the Director of Research, Operations and Innovation with the oversight of departments throughout all agencies within Cook County while managing the Engineering Process Improvement team. Supports the development of policies, programs and other executive functions to design integrated systems of workers, machines, material, energy and information. Provides high-level recommendations concerning inefficient procedures, in return assisting in the development of optimal and effective work methods, policies and procedures. Supervises, instructs and directs the work activities of process engineering employees in the Office of Research, Operations and Innovation. Communicates directly with department heads to effectively utilize appropriated resources and coordinates approaches from problem solving to enhancing the overall effectiveness of the organization. Provides input to strategic decisions and planning that affect and impact the operational unit and provides analytical input with developing the budget.

## KEY RESPONSIBILITIES AND DUTIES:

Assists in the design of integrated systems of workers, machines, materials, energy and information programs for optimization and the overall effectiveness of the County's organization, including but not limited to providing design support and assistance in the development of policies, programs, and other executive functions.

Oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates acquisition of materials and payment for services.

Provides high-level communications concerning inefficient procedures and recommendations.

Manages and conducts comprehensive operational and organization studies by directing the activities of the Process Engineers.

Supervises, directs, and reviews the activities of the administrative and engineering staff ensuring confidentiality is maintained.

Assigns confidential and special work projects to staff to fulfill the goals and objectives of improving the overall effectiveness of Cook County as well as the Cook County President, Board of Commissioners. Assists the Director in reviewing the accuracy and completion of assigned work projects.

Coordinates with departments to design integrated systems of people, machines, material, energy, and information improving the operational needs of the department. Ensures departments have necessary resources to perform their duties and fulfill all expectations.

Assists in reviewing the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies to present recommendations to the President and the Commissioners of the Cook County Board

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of engineering techniques and the ability to apply these techniques to a wide variety of office and service activities.

Knowledge of the business structure, responsibilities, and interaction of the various agencies of the County.

Ability to understand internal controls concepts/procedures, including but not limited to the County's internal control structure including control environment and accounting systems.

Skill in mathematical analysis with ability to communicate technical issues in a concise and logical manner.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Skill identifying errors and irregularities with the ability to take appropriate action.

Excellent organizational skills.

Ability to demonstrate tact and diplomacy when dealing with County issues in a wide range of diverse situations.

Ability to communicate technical issues in a concise manner both oral and written.

Ability to develop policies and appropriate recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to institute problem solving techniques in diverse situations.

Ability to manage multiple projects effectively.

#### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a bachelor's degree, PLUS a minimum of five (5) years of experience in government or public sector administration, OR an equivalent combination of professional work experience, training, and education.

## PREFERRED QUALIFICATIONS:

Bachelor's degree in industrial engineering or business administration.

Master's degree in industrial engineering or business administration.

One (1) year of professional work experience in government or public sector in a managerial or supervisory capacity.

## PHYSICAL REQUIREMENTS:

### **Sedentary Work**

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

## EMPLOYMENT TERMS

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**POST OFFER TESTING:** This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

**COVID-19 VACCINATION POLICY:** Pursuant to Executive Order 2021-1 and Cook County's Mandatory COVID-19 Vaccination Policy, the selected candidate will be required to either submit proof of full vaccination or a request for reasonable accommodation prior to the start of employment. Please click the following hyperlinks for the full text of [Executive Order 2021-1](#) and the [Cook County's Mandatory COVID-19 Vaccination Policy](#).

**RESIDENCY REQUIREMENT:** Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.